



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

DATA ENTRY OPERATOR

Posting Number

PN #110968

Department

HOUSTON POLICE

Division

VARIOUS

Section

N/A

Reporting Location

VARIOUS

Workdays & Hours

VARIOUS\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs general data entry activities (inputting/retrieving information) from a variety of source documents. Types, proofreads and edits reports, documents and forms. Performs rapid and accurate conversion of data from original documents into coded form for input into electronic data processing equipment. Verifies converted data for accuracy. Enters new information into the computer under well-defined and established procedures.

**WORKING CONDITIONS**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

**MINIMUM LICENSE REQUIREMENTS**

None.

**PREFERENCES**

None.

**SELECTION/SKILLS TESTS REQUIRED**

Must pass a City administered typing test.

**SAFETY IMPACT POSITION**      Yes    X    No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range – Pay Grade 8**

\$666.00 - \$920.00 Biweekly      \$17,316.00 - \$23,920.00 Annually

**OPENING DATE**

June 7, 2006

**CLOSING DATE**

June 13, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

**An equal opportunity employer**